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(9) Serve as the Deputy Director of Communications in the absence of the Deputy Director of Communications.

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CURRENT OPERATIONS DIVISION

A. MISSION

The Current Operations Division is directly responsible to the Associate Director for [] Networks for being cognizant of requirements for, and Headquarters coordination of, communications support necessary to the accomplishment of the Agency's mission overseas.

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B. FUNCTIONS

(1) Manage the day-to-day operation of the [] network being responsible for the functions assigned to the Area Desks and Special Branch.

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(2) Serve as one point of contact within OC for Agency elements on matters involving overseas current activities requiring communications support and ensure that the requirement is levied on the appropriate OC component.

(3) Ensure that the appropriate OC component(s) charged with developing solutions to the requirements have all available pertinent information and participate as necessary in the solutions.

(4) Represent the overseas Area Chiefs by coordinating and expediting those activities of the Headquarters components which are in support of overseas communications activities to ensure that action taken is timely and appropriate.

(5) Identify and validate overseas TDY support requirements and administer the program.

(6) Provide information for and coordinate the personnel, facilities and equipment programs for the communications Areas.

(7) Monitor and maintain, as appropriate, workload and statistical data relating to overseas personnel and facilities.

(8) Establish a focal point for handling crisis requirements.

(9) Keep key officers informed of significant current events.

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(11) Prepare staff studies, periodic reports and position papers, as required, which bear on overseas communications operational matters.

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SPECIAL BRANCH

A. MISSION

The Special Branch is directly responsible to Chief, Current Operations Division for specialized communications activities. The Special Branch will establish the communications operational doctrine, develop and produce the operational techniques and specify equipment required for specialized communications links.

B. FUNCTIONS

(1) Plan, coordinate, and document OC operational support to OTS for covert electronic communications.

(2) Develop, coordinate and provide specialized communications operations support to Agency operations and projects including plans, doctrine, requirements, operational guidance, equipment programming/selection/distribution and related activities.

(3) Coordinate the specialized communications training

(4) Plan, coordinate, document and support staybehind communications programs and related war planning activities.

(5) Conduct operational evaluations of specialized communications equipment, techniques and materials under simulated conditions to determine operational suitability.

(6) Perform liaison within the Agency and with other external components to keep aware of the new developments for possible OC application in specialized operational requirements.

(7) In coordination with OC-CSD, develop security standards and requirements affecting specialized radio communications, and determine the effect of these standards and requirements on operational techniques for the purpose of developing new or modifying existing procedures and techniques.

(8) Develop signal plans, operating procedures, techniques, and operational doctrine for specialized operations; manage and distribute specialized operational documents.

(9) Maintain centralized records of all communications aspects of individual specialized operations.

(10) Obtain approval from appropriate Agency elements
for the release of information on Agency-peculiar
specialized equipment

PLANS AND STUDIES STAFF

A. MISSION

25X1 The Plans and Studies Staff under the direction of the Associate Director for [] Networks will plan for network operations which include the development of short term and mid-term plans for foreign network configuration, for operational techniques and for base and field stations.

B. FUNCTIONS

(1) Establish, conduct and control continuing operational liaison within the Agency and with the National Communications System, the Department of State, the Department of Defense, and other federal and commercial organizations to assure compatibility between Agency and other communications networks and facilities.

(2) Prepare and review short and mid-range plans and programs in support of the Agency staff networks, including coordination with Agency components, the Department of State, the National Communications System, and the Department of Defense, as required. Participate in the preparation and review of long range plans and programs for which the D/CO Staff is responsible.

(3) As an operating member of the National Communications System, provide one detailee on a full time basis to the Office of the Manager, NCS and its subordinate groups.

(4) Conduct studies and evaluations of current operations, systems and facilities.

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OPERATIONS SUPPORT STAFF

A. MISSION

The Operations Support Staff, under the general direction of the Associate Director for [] Networks will implement such programs and activities as required to establish and regulate a secure staff and command communications network adequate in type, capacity and speed of service to meet the needs of the Agency and the needs of other U.S. Government agencies supported by the Agency communications network.

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B. FUNCTIONS

(1) Plan, prepare, coordinate and disseminate operational specifications, instructions, procedures and routing doctrine governing primary, alternate and emergency staff communications. Acquire, issue and control routing indicators and address groups.

(2) Prepare, coordinate and manage the programming and administration of the leased and allocated circuits budget.

(3) Plan and provide staff support and management for primary, alternate and emergency staff communications circuits, including leasing circuits and services, and obtaining circuit allocations and restoration priorities. Evaluate network restoration priorities and reallocate circuits as required. Maintain circuit records and service contracts []

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(4) Establish and disseminate all staff and SI cryptographic link instructions, and maintain and publish a listing of these links. Acquire, issue and control system indicators and abbreviated cable address designators.

(5) Maintain Agency International Telecommunications Union (ITU) and Interdepartment Radio Advisory Committee (IRAC) frequency assignments and publications; maintain liaison with IRAC, the Federal Communications Commission (FCC) and the Office of Telecommunications Policy (OTP) for obtaining long and short term frequency assignments for Agency components in the U.S.; acquire call signs as necessary and resolve interference complaints received through the FCC and the Department of State. Perform Headquarters staff work as necessary to obtain the various approvals required for amateur radio operations overseas.

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(8) Review, coordinate and disseminate NCS and other federal agencies' telecommunications plans, publications, procedures and routing doctrine. Prepare, coordinate and issue supplemental operating instructions pertaining to the handling of other federal agencies' narrative traffic. Determine, coordinate and review the requirements and policies for interconnection between the Agency staff network and the networks of other federal agencies.

(9) Maintain a worldwide statistical reporting system, prepare periodic statistical message volume reports and records by station, including transmissions and workload, and cost records, as applicable.

(10) Manage the assignment and use of radio frequencies for staff communications worldwide.

(11) Develop and recommend reimbursement policies and constraints governing the amount of mutual service or support the Agency can provide other agencies in handling message traffic.

(12) In coordination with the Special Branch, Current Operations Division and the Communications Security Division, OC, prepare and disseminate communications procedures and techniques for use in staff emergency and unique communications requirements.

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TECHNICAL SUPPORT DIVISION

A. MISSION

The Technical Support Division under the direction of the Associate Director for [] Networks is responsible for the quality control of communications equipment and for planning, programming, budgeting and procurement to support a priority, quick reaction electronic equipment and parts supply to the Agency staff communications network.

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B. FUNCTIONS

(1) Provide for a centralized, quick reaction capability for the repair, modification and testing of electronic equipment associated with the staff communications network.

(2) Provide quick reaction staff communications logistical support for Office of Communications activities including maintenance of records and management of technical material stocks in the central repair system.

(3) Provide a test and inspection facility for quality control between the Agency and manufacturers of communications equipment.

ENGINEERING SUPPORT DIVISION

A. MISSION

The Engineering Support Division under the direction of the Associate Director for [] Networks is responsible for the planning, budgeting, procurement and technical support required to maintain a reliable secure Agency staff communications network.

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B. FUNCTIONS

(1) Establish operational specifications for staff communications equipment and installations; determine operational criteria, and assist in selecting advanced staff communications systems necessary in support of Agency operations; specify and oversee the operational evaluation of all new and existing equipments and systems intended for or being used in the staff narrative and data networks.

(2) Budget and program resources for the maintenance of field communications plant facilities and power systems.

(3) Plan the network equipment replacement program, maintain records of equipment in use and fund obligation records for equipment procurement.

(4) Coordinate the selection of new and advanced commercially available communications equipment to replace obsolete or outdated equipment.

(5) Develop concepts, data bases, plans and objectives for communications systems or programs that are necessary to meet unsatisfied overseas requirements.

(6) Provide for installation, maintenance and support of fixed plant space, utilities and common-use equipment at base stations and field stations in support of communications requirements []

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(7) Provide day-to-day technical assistance and advise on problems with operating systems, facilities or components, including planning for new Comcenters, renovations, power upgrades, etc.

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25X1 II. [] NETWORKS

A. MISSION

25X1 The Associate Director for [] Networks is responsible under the general direction of the D/CO for the overall coordination, direction and maintenance of the Agency's [] secure narrative, data, voice and facsimile communications between Agency Headquarters, designated

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B. FUNCTIONS

(1) Manage and direct the operation of the Headquarters Signal Centers, Cable Secretariat, Data Communications Facilities, Voice Communications Division, the Information Handling Staff, and the Field Operations Branch, and establish quality assurance criteria for each.

25X1 (2) Manage the funds allocated by the D/CO [] Networks; develop and implement an approved plan for the utilization of the portion of the OC budget allocated to [] Networks.

(3) Conduct liaison with all Agency elements to ensure that message traffic, secure facsimile transmissions and secure data transmissions are processed rapidly, efficiently and economically.

(4) In conjunction with other OC components, participate in the planning and installation of automated communications systems and message processing systems at Headquarters and direct the operation of these systems after installation.

(5) Through liaison with appropriate Agency officials, establish and maintain staff cable dissemination, reproduction and distribution facilities for the Agency. Provide a staff cable reference service for the Agency.

(6) Through liaison with appropriate Agency officials, establish and maintain a special cable and reproduction system for [] other special categories of cables requiring extensive security and limited handling.

25X1 (7) Provide an Office of Communications and DDA Duty Officer during other than normal work hours. Provide for representation for boards, committees, and working groups which impact on [] Networks.

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(8) Implement communications security protection for data links to other agencies and between Agency components, as well as for remote inputs and outputs within the Headquarters complex and DDA/ODP computer systems.

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(9) Manage the [] Field Station Communications Centers including survey, installation, technical, operational, security and training support requirements.

(10) Provide and manage secure facsimile communications for Agency operating elements in the Washington Area.

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(11) Manage and maintain the Agency emergency communications facility []

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(12) Ensure that communications security standards are implemented and maintained at all communications facilities under [] jurisdiction.

(13) Review and develop procedures for message processing and handling at Headquarters and in the [] field, and act as advisor for field distribution techniques and procedures.

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(14) Provide TDY personnel in support of emergency or unique requirements as necessary.

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(15) Program and budget resources for the maintenance of [] communications equipment and facilities.

(16) Plan, program and manage the [] equipment replacement program.

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(17) Establish operational specifications for communications equipment and installations; specify and manage the operational evaluation of new equipment and systems intended for use in the []

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PROGRAM AND BUDGET STAFF

A. MISSION

The Program and Budget Staff under the direction of the Associate Director for [] Networks will plan for network operations which include the development of short term and mid-term plans for [] network configuration, for operational techniques related to [] communications activities, and for [] field stations.

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B. FUNCTIONS

(1) Prepare short and mid-range forecasts of requirements for funds, equipment, personnel, space and support needs for activities under [] Networks cognizance. Perform work studies of [] activities on a scheduled basis.

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(2) Participate in the preparation and review of long range plans and programs for which the D/CO Staff is responsible.

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INFORMATION HANDLING STAFF

A. MISSION

The Information Handling Staff, under the general direction of the Associate Director for [] Networks is responsible for identifying communications information handling requirements in the Headquarters area which do not fall under the mission of other OC elements.

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B. FUNCTIONS

(1) Establish, conduct and control continuing operational liaison within the Intelligence Community to identify and define communications requirements. Assure that requirements are being met to the customers satisfaction and that high quality service is maintained.

(2) Focal point for TETRAHEDRON, CCTV, DDA Transmission Planning, OC-ODP interface, [] and other systems as they are identified, developed or directed.

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(3) Develop concepts, data bases, plans and objectives for communications systems or programs that are necessary to meet unsatisfied Headquarters area requirements for Information Handling systems.

(4) Provide project officers for managing major projects in this area of responsibility.

(5) Maintain awareness of long term trends and developments so that appropriate long term plans can be developed.

(6) Ensure that effective Comsec protection is applied to information handling systems.

VOICE COMMUNICATIONS DIVISION

A. MISSION

The Chief, Voice Communications Division, under the general direction of the Associate Director for [] Networks is responsible for providing classified and unclassified voice communications service worldwide.

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B. FUNCTIONS

(1) Conduct liaison with all Agency and with pertinent non-Agency elements to ensure that secure and non-secure voice calls are processed rapidly, efficiently and economically.

(2) Provide and manage secure voice facilities for the Headquarters complex and [] stations (GREY/GREEN, Narrowband Systems, Executive Secure Voice Network and KY-70). Manage the Headquarters interface (GREY/GREEN/Narrowband) with the worldwide secure voice network of the SKYLINK system.

(3) Provide black line telephone service, Headquarters Building internal red line telephone service, private line service, non-published telephone service, fire and security alarm circuits and mobile telephone service.

(4) Oversee the operational evaluation of all new or existing equipments and systems intended for or being used in the secure voice networks.

(5) Provide for installation, maintenance and support of all voice communications equipments and systems.

(6) Develop operational plans for newly approved voice communications systems.

(7) Manage facilities and equipment provided for secure and non-secure service and the personnel needed to operate, install and maintain this service.

(8) Provide recommendations and plans for improving and expanding the voice communications system as required.

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III. SYSTEMS INTEGRATION

A. MISSION

The Associate Director for Systems Integration is responsible for planning, programming, budgeting, design, procurement and installation of all new communications systems required to establish and improve a reliable, secure Agency staff communications network; and for provision as required of engineering support for staff communications networks, systems and activities.

B. FUNCTIONS

(1) Manage the funds allocated by the D/CO to Systems Integration, develop and implement an approved plan for the utilization of the Systems Integration portion of the OC budget.

(2) Apply the principles of management by objective to all major systems, programs and activities for which Systems Integration has cognizance, and develop associated plans and reports.

(3) Provide budgeting, programming, implementation and technical guidance for the installation of all necessary TEMPEST countermeasures.

(4) Maintain current knowledge of state of the art developments in communications and information handling for application in meeting requirements.

(5) Test, evaluate and select new and advanced commercially available communications equipment to replace obsolete or outdated equipment.

(6) Provide drafting, technical writing and reproduction services as required to produce documentation in support of communications equipment, systems and facilities.

(7) Conduct studies of Agency and community staff communications requirements to determine if these requirements are being satisfied by existing communications systems.

(8) Develop concepts, data bases, plans and objectives for communications systems or programs that are necessary to meet unsatisfied requirements.

(9) When required by the nature of the work or by internal manpower or time limitations, recommend and oversee external

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studies relative to system requirements and development.

(10) As required, provide representation to inter-Agency and intra-Agency committees dealing with communications and information handling. Conduct liaison with user organizations on new requirements.

(11) Plan, budget and program resources for major new construction, renovation and expansion of staff communications plant facilities and power systems.

(12) Plan, program, design, develop and install qualitatively new telecommunications systems and equipment in support of Agency needs, including the following types of systems:

- Satellite, microwave, VHF, HF and other radio systems.
- Computer based data and message switches, and terminal systems.
- Secure and unclassified voice systems.
- Facsimile, data transmission and information handling systems.
- Technical control and cryptographic systems.
- Test and instrumentation systems.

(13) Establish technical, operational and managerial standards applied to system design and project management, and translate Comsec, safety and other policies into systems standards.

(14) Provide engineering support as required to all staff communications activities.

(15) Prepare specifications, requests for proposals and proposal evaluation criteria for new equipment, systems and programs.

(16) Provide technical guidance to the Office of Logistics prior to contract award and serve as Contracting Officer's Technical Representative (COTR) after contract award; oversee system engineering and ensure compliance with the technical specifications of the contract.

(17) Ensure that Agency and community staff communications requirements are satisfied by monitoring equipment or system activation and initial operation to detect and correct latent defects.

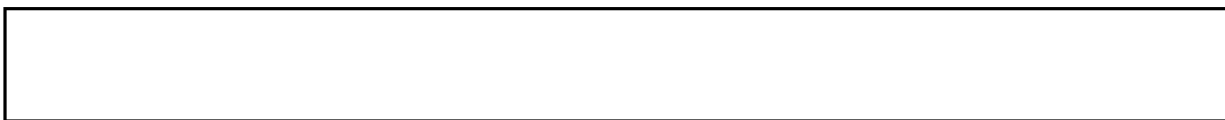
(18) Coordinate all phases of system and program development with other concerned components.

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(19) Provide on-going software support for computer-based staff communications systems including development of software modifications for operational, format or procedural changes.

(20) Serve as the central reference point for other OC components requiring information or assistance relative to software capability and limitations of computer-based staff communications systems.

(21) Provide the DD/A representative to the Agency Contract Review Board.



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SYSTEMS DESIGN DIVISION

A. MISSION

The Systems Design Division is responsible for translating the systems aspects of the Office's strategic plan into systems plans, to plan, program and design new systems, and to establish systems standards.

B. FUNCTIONS

(1) Plan, program and design telecommunications systems in support of Agency requirements.

(2) Manage development and implementation and serve as Contracting Officers Technical Representative for special projects.

(3) Conduct liaison with user organizations relating to new requirements, and with related telecommunications organizations concerning future plans.

(4) Maintain current knowledge of technological developments in telecommunications and information handling for application to Agency needs.

(5) Participate in defining the OC strategic plan on behalf of Systems Integration.

(6) Establish technical, operational and managerial standards applied to system design and project management, and translate Comsec, safety and other policies into systems standards.

SYSTEMS ENGINEERING DIVISIONS

A. MISSION

The five Systems Engineering Divisions are responsible for managing systems projects, maintaining technical expertise in their technological area and providing engineering support as required to communications activities.

B. FUNCTIONS

(1) Plan and manage systems projects for the design, development, production and installation of telecommunications systems in support of Agency requirements.

(2) Manage the financial budgets for the projects and FAN's assigned.

(3) Maintain technical expertise and monitor technological developments in the technical area for which the division is responsible.

(4) Provide systems engineering support to all communications activities as required.

(5) Design and fabricate special modifications and devices for Agency communications systems. Develop procurement specifications for equipment and systems obtained by contract.

(6) Serve as the Contracting Officer's Technical Representative (COTR) for assigned projects.

(7) Participate in planning and system design of systems projects.

C. AREAS OF RESPONSIBILITY

The Systems Engineering Divisions will cover five different areas of technical responsibility, with each having the above functions for their area. The areas have been defined by combining elements which have close relationships both in technology and in applications. The five areas are described below.

(1) Satellite and HF Transmission Systems Engineering Division.

This division will be responsible for the RF transmission systems used primarily for the foreign network, including SKYLINK, HF, VHF and UHF intersite links, prewired radio systems and antennas.

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(2) Computer and Terminal Systems Engineering Division.

The division will be responsible for all computer systems used for message or data switching and terminal processing, and for terminal equipment systems. This will include MAX, ACT, CDS, AFT, OCR's, M-40's and other similar systems.

(3) Voice and Wideband Transmission Systems Engineering Division.

This division will be responsible for secure voice terminal and switching systems and for wideband transmission, multiplexing and switching systems used in the Headquarters area. The systems will include the voice switches, vocoders, ciphony devices, HATS, CY104's and similar systems.

(4) Technical Control and Crypto Systems Engineering Division.

This division will be responsible for the technical control systems used in the Headquarters area and overseas base stations and for cryptographic systems engineering. This will include patch panels, level converters, relays, cryptographic automatic phasing equipment, AK-4 racks, master clock and other related systems.

(5) Data Transmission and Teleprocessing Systems Engineering Division.

This division will be responsible for data transmission and multiplexing, for facsimile systems, and for teleprocessing systems. This will include modems, multiplexers, facsimile equipment, leased circuit applications, TETRAHEDRON, COINS and other similar systems, and involve support to ODP, NITC and other organizations with information handling requirements.

SYSTEMS SERVICES DIVISION

A. MISSION

The Systems Services Division is responsible for providing drafting, document reproduction and data processing services to all components within OC.

B. FUNCTIONS

(1) Provide drafting, technical writing and reproduction services as required to produce documentation in support of communications equipment, systems, facilities, operations and training.

(2) Provide consultative, production and programming services to OC components related to data processing systems and requirements.

(3) Serve as a point of contact between OC and ODP on data processing applications.

(4) Provide consultative services to all Agency components on radio broadcasting techniques, equipment, facilities and related technical matters.

(5) Perform studies and provide analytical and record-keeping services for radio frequency management, transmission path determination, antenna modelling, radio wave propagation predictions and related matters.

(6) Establish and maintain liaison within and outside the Agency pertaining to the functions specified herein.

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COMMUNICATIONS SECURITY DIVISION

Commo Security
OSHA

PERSONNEL MANAGEMENT DIVISION

Career Management
[REDACTED]

SUPPORT SERVICES DIVISION

Administration
Development Complement
[REDACTED]

Administrative Supplies & Equipment
[REDACTED]

PCS Travel & Transportation